

Ferndale Day Nursery

Parent Contract

Owners: Scott & Stasia Fisher

Director: Jillian Albrecht

Philosophy

Ferndale Day Nursery believes that every child has the greatest potential to learn and grow when provided with a supportive, nurturing, and structured environment. Our program incorporates both child-initiated and teacher-directed activities to support development in all areas including social, emotional, physical, and cognitive growth. We are an inclusive program that welcomes children and families of all abilities and cultural backgrounds. A state-approved curriculum is utilized to guide learning through hands-on activities and exploration within a safe and healthy environment. Our staff is dedicated to providing quality care and education while supporting each child's individual needs.

Operating Hours

Ferndale Day Nursery operates Monday through Friday from 6:30 AM to 6:00 PM. In order to maintain classroom structure and ensure children receive the full benefit of daily programming, drop-off ends promptly at 9:30 AM. Children arriving after this time may be denied entry unless prior arrangements have been approved by administration. The center is closed for all major holidays and recognized holiday observances. A complete list of scheduled closures will be provided to families.

Center Closures and Inclement Weather

Ferndale Day Nursery does not follow Anne Arundel County Public Schools inclement weather decisions. Families will be notified of late openings or closures through the center's private communication platforms. Tuition is expected to be paid in full for inclement weather closures, child absences, or vacations. In the event the center must close due to COVID-19 exposure or another communicable illness, a tuition credit of \$40 per day, which is half of the daily drop-in rate, will be applied to affected accounts.

Enrollment

All required enrollment paperwork must be completed, returned, and approved by the Center Director prior to a child attending Ferndale Day Nursery. A non-refundable registration fee of \$50 is due at the time of registration. A security deposit equal to one week of tuition is also required at enrollment. Payment of both the registration fee and security deposit is the only way to secure a child's placement. Trial days may be offered at the discretion of the Director. In order to schedule a trial day, the registration fee must be paid and a completed emergency contact card must be on file. The security deposit will be applied to the child's final week of care and is not applied to the first week of tuition.

Ferndale Day Nursery provides full-time care for children ages two through four. Children who are five years old and do not meet the kindergarten cut-off date may also be enrolled. The school-age program serves children enrolled in kindergarten through children entering fifth grade. The school-age summer program serves children entering first through fifth grade. If a child is enrolled on a part-time basis and a full-time family requests enrollment, the family will be required to convert to full-time enrollment or care may be terminated.

Tuition and Payment Policies

Tuition is due on Monday of the week care is provided and is expected to be paid on time regardless of a child's attendance. Tuition is not prorated for absences due to illness, vacation, or inclement weather. Accounts not paid in full by Wednesday at 12:00 PM will automatically incur a late fee of \$25. Families may choose to pay tuition on a monthly basis, defined as every four weeks, to receive a five percent discount. Families with more than one child enrolled will receive a five percent sibling discount applied to the oldest child.

Ferndale Day Nursery accepts cash, checks, money orders, credit cards, debit cards, and state childcare vouchers. Returned checks will result in a \$25 returned check fee. After one returned check, families will no longer be permitted to pay by check. If tuition is not paid, the child may not return to care until the balance is paid in full. Accounts that are two weeks past due will result in immediate termination of care and may be forwarded to a collection agency.

Tuition Rates

- Two-Year-Old Room: \$300 per week or \$1,140 monthly
- Three-Year-Old Room: \$275 per week or \$1,045 monthly
- Preschool Room: \$250 per week or \$950 monthly
- School-Age Room: \$185 per week or \$703 monthly
- Before Care Only: \$100 per week
- After Care Only: \$140 per week
- School-Age Summer Camp: \$275 per week
- School-Age Summer Camp Deposit: \$100 (non-refundable)
- Drop-In Care: One day \$80, Two days \$125, Three days \$185

Meals

Ferndale Day Nursery provides a morning snack at 8:30 AM and an afternoon snack at 3:00 PM. Children attending more than four hours must bring a full lunch. Lunches for children in the Two-Year-Old, Three-Year-Old, and Preschool classrooms may be heated in the microwave. School-age lunches are not heated. Glass containers, soda, and carbonated beverages are not permitted. Parents must notify the Director and classroom staff of any food allergies or dietary restrictions.

Drop-Off and Pick-Up Procedures

Anyone may drop off a child. Children will only be released to parents or individuals listed on the emergency contact form unless written authorization is provided. Phone calls are not accepted for pick-up changes. Emergency pick-up contacts must be at least sixteen years of age and present valid photo identification. Children must be picked up by 6:00 PM. Late pick-up fees are charged per child as follows: \$15 for pick-up between 6:01 and 6:15 PM, \$30 for 6:16 to 6:30 PM, \$45 for 6:31 to 6:45 PM, and \$60 for 6:46 to 7:00 PM. After three late pick-ups, fees will double. After five late pick-ups, the family will be dismissed from the program.

Illness Policy

Children may not attend if they exhibit symptoms including vomiting, fever of 101 degrees or higher, lice or nits, diarrhea occurring more than three times in one hour, unexplained rash, or persistent cough accompanied by green or yellow nasal discharge. If a child arrives with these symptoms, a parent will be contacted for immediate pick-up. Children must be symptom-free without medication for at least 24 hours prior to returning. A doctor's note is required after an illness-related absence of three or more days. Children requiring daily medication must have a completed medication administration form signed by both the parent and physician. Ferndale Day Nursery enforces a strict no-nit policy.

Behavior Policy

Ferndale Day Nursery utilizes positive behavior modification techniques to guide children's behavior. Violence and profanity are not permitted. Each classroom maintains age-appropriate rules. Staff will address behavior through

redirection, discussion, and use of calm-down areas. Incident reports will be provided when necessary. Conferences may be scheduled if behavior does not improve. If a child's behavior poses a danger to themselves or others, immediate suspension or dismissal may occur. Repeated late pick-ups or inappropriate treatment of staff may also result in dismissal. The Director reserves the right to dismiss any family at their discretion when policies are not followed.

Miscellaneous Information

All Ferndale Day Nursery staff meet the requirements of the State of Maryland Child Care Administration. Criminal background checks are completed prior to employment. Lead teachers maintain current First Aid, CPR, and Medication Administration Training certifications. Children are asked to leave toys, games, and electronics at home, except on Fridays for the School-Age classroom. Ferndale Day Nursery is not responsible for lost, stolen, or damaged personal belongings. Families are required to label all items. Children in the Two-Year-Old, Three-Year-Old, and Preschool classrooms must have a change of clothes on file. Families must provide copies of any IEP or IFSP prior to the child's start date. A minimum of two weeks' notice is required to withdraw a child from care.

By signing below, I acknowledge that I have read and agree to the policies outlined in this contract. Failure to comply with the terms and conditions may result in termination of care.

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Director Signature: _____

Date: _____